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Course Reserves - FAQ for Instructors

How do I place material on Reserve?

- Visit our online submission page at http://www.library.gsu.edu/reserves/form.asp. This page may also be printed out to attach to personal copies of reserve material that you wish to submit to the Circulation Desk on the second floor of Library South.
- Or, you may pick up a form at the Library South Circulation desk, and submit your reserve materials there in person.
- View our Electronic Reserve submission guidelines.

How can I Link E-Reserves to uLearn?

1. Go to http://reserves.gsu.edu
2. Click on Electronic Reserves and Course Material
3. Enter your course page and click on the appropriate class
4. Copy the URL at the copyright warning page with the password prompt (don't enter the password).
5. Add a link to the URL into the uLearn course.
6. Add a note next to the link with the course reserves login password
    - From the BUILD tab, navigate to the page where you have your ERes link.
    - Click on the small icon under the icon name (resembles an index card)
    - In the pop-up frame, enter the ERes login information.
    - Click SAVE

Please contact uLearn support if you need assistance with this link

What formats can be submitted for reserve?

- Physical copies of books, audio CDs, or videos. (Library owned or personal copies may be submitted). In order to follow copyright guidelines, no second-generation copies of audio or video materials will be accepted for any reason. Photocopies of book selections and articles that will be scanned may be submitted for scanning purposes provided that either the instructor or GSU owns the original work. In order to follow copyright guidelines, no second generation copies of print material will be placed on physical reserve.

- Items meeting copyright restrictions that may be submitted for electronic format include journal articles, book chapters, course notes, exams, problem sets, etc. These items will be scanned and made available via the Web in portable document format (PDF). We also offer audio streaming for courses that have listening requirements.

- Please see our submission guidelines. Electronic files and images in commonly recognized file formats such as (such as Word ".doc," Text ".txt," HTML ".htm," or JPEG ".jpg") may also be submitted. These materials may be e-mailed as attachments to libreserves@langate.gsu.edu, or may be submitted either on diskette or CD. Unless the faculty member requests otherwise, these files will be placed on Electronic Reserve in PDF format. Questions about submitting materials in electronic format may be e-mailed to libreserves@langate.gsu.edu.

Is there a limit to the number of items that I may place on Reserve?

- 40 original physical items.

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- 20% of any book owned either by the instructor or GSU for digitizing.

What is the processing time for reserve materials?

Reserve material is processed as quickly as possible. Processing time can vary depending on: when the list was submitted, availability of materials (if not submitted with the list), format of the items submitted, the number of items on the request, the completeness and accuracy included in the submission, whether or not the items meet copyright compliance and contain complete citations...

You may typically expect that...

Material received from you...	Will be processed by the Library...
By the posted deadline	By the first day of the next semester.
During the first three weeks of the semester	Typically within 12 business days
After the third week of classes	Typically within 5 business days

***Reserve materials are processed in the order in which they are received.**

Can I place materials on reserve without having a course page set up?

No, our reserve software automatically sets up a course page for every reserve course.

Will I have some input into how my course page is organized?

Yes, we have the option to place materials in folders and to organize numerically or alphabetically. Your course page will be created, and then you will be contacted to review the page.

Will my course page be password protected?

Your course page will automatically be password protected if it contains copyrighted material. Your password will be included in your confirmation e-mail once the course page is created. (Not all copyrighted material can be posted. Please review our copyright guidelines.) We will also password protect pages containing non-copyrighted works upon request.

Will the library purchase books not owned by the library?

Yes. Rush orders will be considered for books not owned by the library. However, books that are rush ordered may not be available in time for your course. Please contact your subject liaison librarian to discuss these options. A list of subject liaison librarians may be viewed online.

Do I have the option of placing paper copies of materials such as articles and class notes on reserve?

No. Students now expect and prefer to access Reserve materials from the computer desktop. Online access allows an unlimited number of students to access the materials 24/7 from anywhere in the world.

What materials may be placed on reserve without obtaining copyright permission?

- Physical copies of books, CDs, and Videos
- Up to 20% of a book owned either by the instructor or GSU can be digitized
- Journal articles owned by GSU or by the professor placing the item on reserve (Not obtained through ILL or GIL Express). These items will be digitized.
- Government publications
- Exams, homework solutions, lecture notes
- Any publication YOU own the copyright on

Can I place my digital materials on permanent reserve?

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No. In order to follow copyright guidelines, the password for digitized materials must be changed every semester and instructors must request the renewal of their page each time that it is in use.

When should I seek copyright permission?

- When an article not owned by you or GSU is submitted for reserve
- When multiple chapters or more than 20 percent of a book are intended to be placed on reserve.

Who is responsible for obtaining copyright permission for reserve materials?

The instructor who is submitting the reserve materials is responsible for obtaining copyright permission as needed. Items will not be posted without proper copyright permission. The instructor may submit an original signed letter from the publisher that clearly states the item and lending requirements including the time frame for which the item will be loaned. Click here to download a sample form letter for requesting permission (Microsoft Word format). Proof of payment of royalties will also be accepted. The library is not responsible for paying royalties for reserve items.

The bookstore did not order enough copies of the textbook for my class. Can I put a photocopy of the book on reserve?

No. This is not considered fair use because it affects the marketing value of the copyright owner. The instructor may place his/her own original copy of the textbook on reserve.

Can I place course packs on reserve?

Course packs will not be placed on reserve in the Library or online. By design, course packs exist to meet copyright permission requirements and are meant to be purchased by students in the course. For more information about course packs, visit http://www2.gsu.edu/~wwwlst/coursepack.html.

How can my syllabus help students use reserve materials?

- Include call numbers for both library-owned and personal copies of items placed on reserve. The call number that is assigned to your personal copies will be emailed to you along with your confirmation. Students must ask for physical copies of reserves by call number.
- Give full citations for items on reserve. Then identify the chapters, songs, etc. to be studied.
- Identify online reserves as "ERes online reserve" and give the specific title/citation.

What happens to my reserve materials at the end of the semester?

Your personal copies will be returned to you via campus mail. Library owned copies will be returned to the stacks, and your course page will be taken down. If you would like to renew your list, please do so by the deadline.

How do I renew my material currently on Reserve?

Reserve Desk personnel will send an email to remind instructors to renew current material. Reply to that message or send an email to libreserves@langate.gsu.edu. Instructors must respond by the deadline. All material will be automatically removed if requests are not received by the deadline. Personal material removed from Reserve will be returned to the instructor via campus mail. If you are renewing a page that is currently in use, your course will not be renewed until after the last final exam of the current semester.

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